

## Metro FAQ | Temporary telework policy

Metro has updated the temporary telework policy effective April 13, 2020. To support public health, the temporary policy provides for all employees who can telework to do so, including regular status, variable hour and temporary employees, and those on probation.

### IN THIS DOCUMENT

- Overview of temporary telework policy
  - Frequently asked questions
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### POLICY OVERVIEW

#### Approvals and standards for work

- Telework agreements are not required by Human Resources or Information Services in the temporary telework policy. However, department directors and managers may still choose to require them to help manage their operational needs.
- Employee's work must be able to be done remotely and sufficient work available and the number of hours worked by the employee will not change because of telework.
- Existing performance and conduct standards apply for telework. You may be asked to track work hours and provide regular updates to your supervisor on tasks, projects and work objectives.

#### Equipment and Metro work products and records

- Work products and communications like emails, even those on a personal computer, are Metro documents and should be saved and handled to meet public records law.
  - Expenses associated with teleworking such as internet access, office supplies or personal technology devices will not be reimbursed.
  - You may use your own computer to telework. Metro assumes no liability for loss, damage or wear to employee-owned equipment.
  - Exercise caution to prevent damage to Metro property you have in your custody. Do not leave equipment in vehicles or unsecured.
  - Make sure that all of your electronic devices and software are compatible with Metro standards. If you have any questions, contact the Information Services Department at [helpdesk@oregonmetro.gov](mailto:helpdesk@oregonmetro.gov).
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## **FREQUENTLY ASKED QUESTIONS – TELEWORK**

### **Do I need to fill out a telework approval form?**

No. The telework approval form that is in place under our regular telework policy is not currently required by Human Resources or Information Services. However, department directors and managers may still choose to require them to help manage their operational needs.

### **Can an employee telework if still on probation?**

Yes, the policy has been temporarily expanded to include employees on probation. The employee must have approval from their supervisor to work remotely.

### **Am I required to have childcare in order to telework? I have to care for my child because school or daycare is closed.**

No. Under the temporary telework policy, you are not required to have childcare in order to telework. Although the standard requirement to have childcare while teleworking has been temporarily waived, employees are still expected to complete work assignments and tasks and not change the amount of hours they work or engage in non-work related activities.

The Family First Coronavirus Response Act (FFCRA) provides protected leave for parents and guardians when their child's school or daycare has closed due to the COVID-19 public health crisis.

Emergency family leave under FFCRA is available to all employees who have worked for Metro for at least 30 days and is unable to work or telework due to the need to care for a child whose school or place of care is closed due to a public health emergency qualifies to take emergency family medical leave. The leave is paid at 2/3 of your regular rate of pay up to a maximum of \$200 per day. This leave can be taken intermittently in full day increments, and may be combined with the Emergency Sick Leave described above for a total of 12 weeks and \$12,000 of paid leave.

An employee can also use any regularly accrued leave (e.g., sick leave, vacation leave) to care for a child whose school or place of care is closed. Make sure to discuss schedule changes with your supervisor.

See the Family First FAQ document for more information on emergency family or sick leave, or contact your supervisor for more information.

### **Are staff expected to operate at regular/normal productivity?**

Each of us is responsible for a certain body of work, and we know that some of that work cannot be accomplished in the same way when we are unable to access printers, collaborate with colleagues and use other resources. During this time, Metro expects that employees are working, and meeting goals and objectives for Metro projects and programs. If you need help determining how best to achieve this, please reach out to your supervisor.

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**How do hourly employees report their time worked when telecommuting?**

Employees who have a Kronos web license can “punch in” using the Kronos web interface. The punch function on Kronos mobile has also been temporarily enabled to support remote timekeeping. If they do not have access to Kronos, they should send their supervisor their daily work hours to enter into their timesheets.

**I am unable to work at 100% productivity. Do I need to use accrued leave to make up the difference?**

Staff are expected to meet work goals and commitments, as agreed upon and reasonably modified in response to this crisis with their supervisor. It may be necessary to use accrued leave banks or emergency sick or family leave if you are unable to complete your work goals and commitments.

**I have to report to a worksite for my job but my child’s school or daycare is closed.**

If you are identified as an essential employee and are in need of Emergency Child Care during the COVID-19 crisis, call 211 or visit [211info.org](http://211info.org) to receive a customized referral to emergency child care programs with available openings. You may also be eligible to take emergency sick or family leave, or other accrued leave.

**I’d like to provide my supervisor with a weekly breakdown of my work plan. Is this something that could be expected of all employees?**

Check in with your supervisor regarding, how best to communicate projects, tasks and work plans.